



City of Charleston
South Carolina
Records Management Division

TERMS & CONDITIONS FOR VIEWING CHARLESTON ORPHAN HOUSE OR OAK GROVE RECORDS

In order to view records less than 75 years old, the following conditions must be satisfied:

- 1) A written request must be received specifying the records to be seen. The request must include contact information so that an appointment may be arranged.
- 2) An appointment must be arranged in order to view the records at the City of Charleston Records Management Division Office at 1903 Savannah Highway, telephone 724-7301 or 7302. Office hours are Monday – Friday, 8:30 AM – 5:00 PM.
- 3) Upon arriving for the appointment, you must provide a valid photo identification establishing that you are the person named in the record (see exceptions below).

The records will be redacted to eliminate any reference to persons other than the requester.

EXCEPTIONS to conditions 1-3 (a written request and appointment are still necessary with these exceptions):

In cases where the former resident has provided you with a valid power-of-attorney, which you are able to produce with photo identification, you will be provided with redacted records for that individual.

In cases where the former resident is deceased, proof of death of the individual must be provided, you will then be provided with redacted records for that individual.

In cases where there is a Court order allowing access to records, they will be provided upon submission of the order.

In all cases, you agree that the City of Charleston and City employees are not responsible for interpreting or explaining records and are not liable for any content that is found therein.

I agree with the above conditions and statement:

Signature:

Printed Name:

Date: